

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Policy Development Manager	REPORTING UNIT NUMBER:	
DIVISION/BRANCH OR CENTER: Operations Division	LOCATION: Sacramento – Headquarters	
CLASS TITLE: Staff Services Manager I	POSITION NUMBER: 533-	EFFECTIVE DATE: August 2006

SUPERVISION EXERCISED

NUMBER 4-5	DIRECT SUPERVISION CLASSIFICATION Staff Services Analyst/AGPA	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the above position:

Relative time required) Indicate %	Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary.
	Under the direct supervision of the Chief, Operations Division, the Program Support Manager performs the following duties:
45%	Defines, develops and maintains the standards and programs to ensure that all corpsmembers achieve an expected level of general competency and specific vocational competency. Writes regulations and policies to establish a standard framework as well as content and delivery standards for corpsmember programs. Performs analysis necessary to determine the core competencies that all corpsmembers are expected to achieve while in the CCC. This could include, among other things, general job skills, basic education and life skills. Develops policies relative to specialized training, identifying what specialized training is available and what the eligibility criteria are for a corpsmember to participate in such training. Continually reassesses corpsmember programs relative to current job market analyses and changes in the target population in order to ensure CCC programs reflect current-day needs of corpsmembers, the CCC and the State of California. Develops and oversees the policy governing educational programs for corpsmembers, taking into account the unique characteristics of the CCC population and considering our geographic and scheduling limitations. Works with other CCC units to obtain program contractors to deliver training that meets the CCC objectives and standards.
35%	Oversees the Policy Development Unit, performing the full range of supervisory duties. Specifically, provides direction, guidance, assistance, and appropriate tools and training to staff. Ensures all staff receive appropriate orientation and training regarding state and department policies and procedures. Determines staff training and development needs and ensures plans are implemented to meet these needs. Monitors and evaluates staff performance using clear objectives, regular appraisals and the progressive disciplinary process to improve performance where unsatisfactory performance in staff is identified. Takes appropriate personnel action. Manages, reconciles and controls personnel transactions to adhere to budgeted position and funding authorities. Prepares and presents management briefings and provides data and other information as needed. Participates in various administrative and organizational tasks as required.
15%	Works closely with the Data Collection and Analysis Unit that conducts research and analysis necessary to support development and improvement of corpsmember programs. Uses information and data to develop and update programs. Develops policies, or revises policies, as needed to achieve efficiencies and enhance overall program effectiveness. Advises the Data Collection and Analysis Unit on issues or areas that need data assessments.
5%	Develops and oversees the policy governing statewide reimbursement contracts. This includes developing criteria for the types of projects and sponsors that should be

	pursued by the CCC. It also includes developing policies for apprentice and internship opportunities for corpsmembers.
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